

## Cayuse Proposal Review Guidelines

### Note –

Your view in Cayuse SP (Sponsored Projects) may differ somewhat from the screenshots below, for example if you start from the proposal link in an auto-generated email versus [Cayuse](#). Contact [ResearchOffice@IllinoisState.edu](mailto:ResearchOffice@IllinoisState.edu) if you need assistance navigating the platform.

### Proposal Contents -

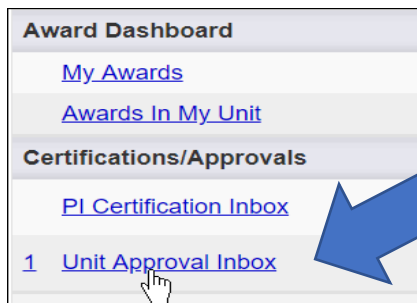
Establish the expectation with your faculty and staff that they will share details about proposals well before you see them in Cayuse. A grant proposal is a commitment. Reviewers need to ensure that the staff and participating units are ready to deliver as described and that the project can be executed successfully. If the scope of work is too large for the requested amount, for example, the participating units may need to invest their existing funds. *SEE pages 3-4 for key questions to address when reviewing a proposal.*

### Authorizing or Rejecting a Proposal -

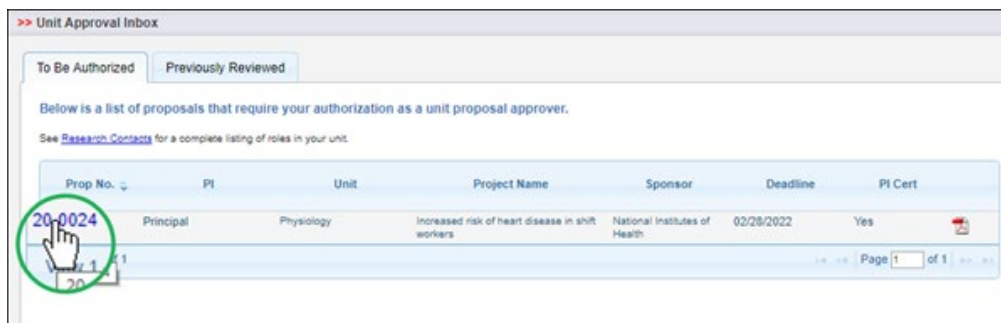
When a proposal is submitted, it will be routed through a chain of approvers before being submitted to the proposal sponsor. If you are an approver and your unit is in a proposal's routing chain, you will need to approve the proposal before it can progress further through the approval chain.

### Reviewing a Submission -

Within My Dashboard in Cayuse SP, if you have submissions to approve you will see a number next to **Unit Approval Inbox**. Click on your **Unit Approval Inbox**.




Beneath the To Be Authorized tab, you will see a list of proposals in need of approval. Click on the proposal number to visit the routing status page.



## The Proposal Routing Status Page -

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>> Proposal Routing Status

Proposal: [20-0024](#) 

Sponsor: National Institutes of Health

Submission Deadline: 2/28/2022

Project: [A20-0005](#)

Prime Sponsor:

Proposed Begin-End Dates: 2/15/2019 - 4/30/2024

Lead PI: [Penny Principal](#)

Instrument Type:

Proposed Total Amount: \$ 0.00

Admin Unit: Physiology

Specialists:

Project Title: Increased risk of heart disease in shift workers

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View IPF

Authorize Proposal

Reject Proposal

3


Approvals


Compliance

Status History

Pre-Award Spending

Awards





The above proposal has been successfully submitted. All lead/principal investigators and approving units listed below have been notified and should electronically authorize (in routing order for units) this proposal before it is received by the Office of Sponsored Research.

**Investigator(s) who must certify this Proposal**

Investigator	Role	Decision
<a href="#">Penny Principal</a>	Lead Principal Investigator	Certified on 02/27/2019 03:20 PM PST

**4 Unit(s) that must authorize this proposal**

Order	Unit	Authorizing Person(s)	Authorizing Decision
1	Physiology	<a href="#">Robin Reviewer</a>	Not Yet Reviewed
2	Biological Chemistry		Not Yet Reviewed
3	Biomedical Science		Not Yet Reviewed
4		Admin Office	

**5 Status History**

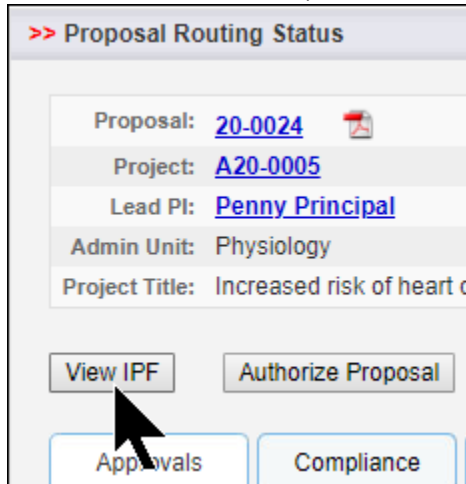
Status	Person	Date
Changed to: Dept Approval In Process	Changed by: <a href="#">Gloria Global</a>	7/10/2019, 2:37 PM PDT
Changed to: Funded	Changed by: <a href="#">Gloria Global</a>	4/23/2019, 11:04 AM PDT
Changed to: Submitted for Routing	Changed by: <a href="#">Reijo Researcher</a>	2/27/2019, 11:44 AM PST
Changed to: Unsubmitted	Changed by: <a href="#">Reijo Researcher</a>	2/27/2019, 11:32 AM PST

- General Information:** shows basic information, such as proposal and project numbers, lead Principal Investigator (PI), sponsor, and submission deadline.
- Proposal Review:** provides options to review, authorize, or reject a proposal. You can also authorize or a reject a proposal when viewing it.
- Informational Tabs:** provides additional data regarding the submission, including Contingency Funding pre-award spending requests. The Compliance tab will show associated research protocols, but only after the submission has been approved.
- Routing Information:** shows a list of authorizing individuals and units and where the submission is within the routing process. If a unit does not have an authorizing person, one will need to be added for that unit before a submission can advance through the routing chain. Contact [ResearchOffice@IllinoisState.edu](mailto:ResearchOffice@IllinoisState.edu) to add an approver to a unit.
- Status History:** shows time stamps of submission status changes.

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## Reviewing a Submission -

To review a submission, click **View IPF** on the proposal routing screen.



**>> Proposal Routing Status**

Proposal: [20-0024](#)

Project: [A20-0005](#)

Lead PI: [Penny Principal](#)

Admin Unit: Physiology

Project Title: Increased risk of heart d

**View IPF** **Authorize Proposal**

**Approvals** **Compliance**

When viewing the proposal, you can use the left-hand menu to toggle between each section and view its contents. A detailed list of expectations is included below.



**Item List** [20-0024](#)

View or Edit completed sections by clicking the name next to the check.

- ✓ General Information >>
- ✓ [Investigators/Research Team](#)
- ✓ [Budget](#)
- ✓ [Conflict of Interest](#)
- ✓ [Regulatory Compliance](#)
- ✓ [Subcontractors](#)
- ✓ [Export Control](#)
- ✓ [Intellectual Property](#)
- ✓ [Community Benefits](#)
- ✓ [Location of Sponsored Activities](#)
- ✓ [Proposal Abstract](#)
- ✓ [Proposal Attachments](#)
- ✓ [Approving Units](#)
- [Submission Notes](#)

**View Routing Status** **Authorize Proposal** **Reject Proposal**

- 1) General Information—Who is the sponsor, what is the timeline, and what is the deadline?
- 2) Investigator/Research Team
  - a) Allocation of Credit—For multi-unit proposals, the percentage(s) indicate the indirect cost split for the portion that flows to colleges, departments/schools, and PIs. Do you approve the plan?

- b) List of Personnel—Sponsored Effort is paid by the funder, while Cost-Shared Effort is any additional time estimated for the project for the first year. Person Months converts the percentages into contract months. Is the time estimate realistic?
- 3) Budget
  - a) Comments—See any notes regarding items like indirect cost rate.
  - b) Cost Sharing—Can the unit match the sponsor funds as indicated? Are the resources available? If there is any third-party cost sharing, how sure are those commitments? Sponsor-required cost sharing must be met and documented for the sponsor.
  - c) Additional Resources—Is the unit willing and able to provide the additional resources described?
- 4) Proposal Abstract—What are the main goals?
- 5) Proposal Attachments:
  - a) Proposal guidelines—What is the sponsor seeking, and are there any constraints?
  - b) Proposal or scope of work—Is the plan clear and feasible? Is space available for the activities and for any new people or equipment?
  - c) Budget – Detailed (Internal)
    - i) Are all costs reasonable, allocable, consistently treated, and allowable?
    - ii) Are the project’s impacts fully captured? The unit will be responsible for expenses beyond the budget or not allowed by the sponsor.
    - iii) Personnel:
      - (1) Is PI and staff time sufficient for the scope of work and in relation to other commitments? Is it clear and acceptable if faculty time will be bought out during the academic year, paid during summer months, or both? If the plan is for a course release, is it fully covered?
      - (2) Are there new hires? Generally, an employee’s full-time equivalent (FTE) should not be 100% from grants, because all university employees perform some university (non-grant) functions.
      - (3) If any grant-funded staff are budgeted at 98% FTE (for example), from which account will the remaining 2% FTE be paid?
    - iv) Equipment: Where will it be stored, how will it be maintained, etc.?
    - v) Participant Support (ONLY non-employees taking part in conferences or training projects): How many, and is the funding sufficient?
    - vi) Other Costs
    - vii) Subawards: See Attachments section for details. [Only the first \$25,000 of a subaward is eligible for indirect costs.]
  - d) Budget Justification:
    - i) Are expenses justified and synced with the scope of work?
    - ii) This document aligns with the external budget that is submitted to the sponsor.
  - e) Other attachments—Is there any additional context? Any concerns?
- 6) Approving Units—Are any potential shared commitments and expenses clearly divided and documented?
- 7) Submission Notes—Are there any clarifying comments from the PI or Research and Sponsored Programs (RSP) staff?

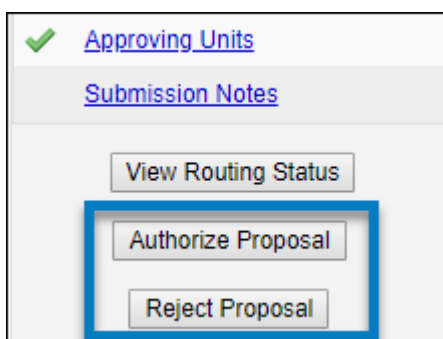
Reviewers (Deans, Chairs, Directors, or their designees) are notified via an automatic email when a proposal record requires authorization. The automated email contains the proposal link and instructions.

Each unit should have a primary reviewer and a back-up reviewer. Contact [ResearchOffice@IllinoisState.edu](mailto:ResearchOffice@IllinoisState.edu) to verify or add a back-up reviewer for your unit. Only one authorization is required for each unit.

Units within an institution must authorize in the routing order specified in the proposal record. After all units have authorized, the proposal record is assigned to RSP review.

### **Authorizing or Rejecting a Proposal -**

1. Review the proposal (see instructions immediately above).
2. At the bottom of the proposal menu, click **Authorize Proposal** or **Reject Proposal**.



3. Enter any comments you have regarding the proposal. This field is required. Your comments will be visible to the research team, proposal reviewers, and RSP.
4. Click **Submit Authorization** or **Submit Rejection** to acknowledge the authorization statement.

When you reject a proposal, it receives the status Returned to PI, and the research team and creator will be able to edit it and resubmit it for routing. All reviewers will need to review again.

If you authorize the proposal, the next reviewer will receive an email notifying them that they need to review the proposal.